



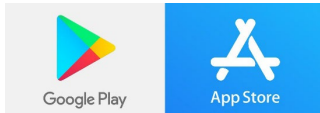
HOW TO SUBMIT AN EXCUSED ADMIT FOR AN ABSENCE(S) VIA THE MOBILE APP

Dadeschools Mobile

This document is intended to provide parents with the steps on how to submit an excused admit/note to the school via the M-DCPS Mobile APP.

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than five (5) days upon the student's return to school. Failure to report and explain the absence(s) shall result in unexcused absence(s).

1. Download the Dadeschools Mobile App using one of the following options:

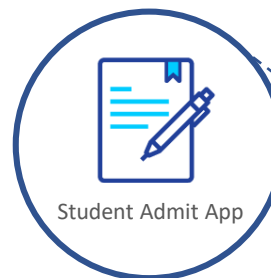


- Search for Dadeschools Mobile, click on the icon, and download it

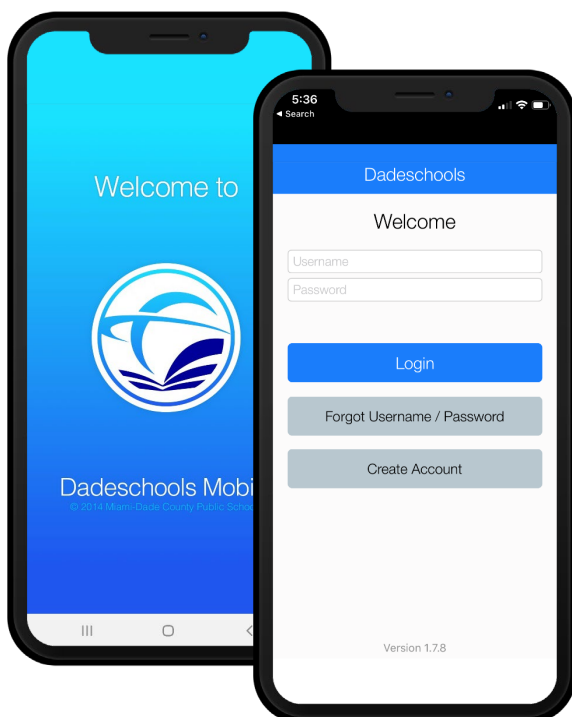
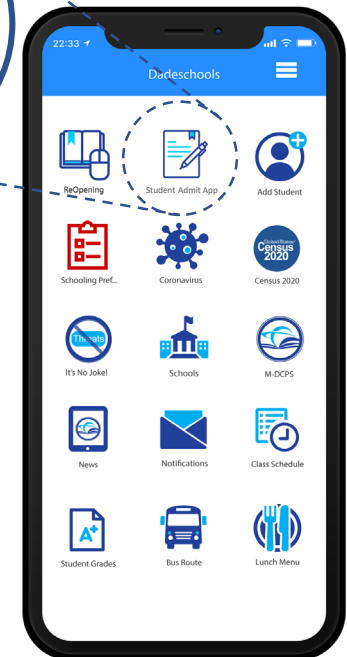
- Open the App  Or 

and log in using your Parent Portal Username and Parent Portal Password

2. Click on the Student Admit App icon to launch it.



Student Admit App





HOW TO SUBMIT AN EXCUSE ADMIT FOR AN ABSENCE(S) VIA THE MOBILE APP

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3. To complete this attendance form, scroll down and enter your (Parent) information

MIAMI-DADE COUNTY SCHOOLS
STUDENT ABSENCE FORM
2020 - 2021

Parents and students are responsible for reporting attendance which shall be required for all students during the days and hours that school is in session. Any student who is absent from school will be marked as unexcused absence until the required documentation is received. Absences reported to the student's enrolled school no later than five (5) school days from the date of the absence provide the required documentation. Failure to provide the required documentation within five (5) school days, upon the return to school, will result in an unexcused absence.

This application has been created to facilitate the electronic submissions of absence forms by parents and legal guardians in order to report an absence.

The following information will be required:

PARENT INFORMATION

Parent Name: Jane Doe ✓
Parent Phone: 305-123-4567 ✓
Parent Email: Parent@email.com ✓

STUDENT INFORMATION

School: BENJAMIN FRANKLIN K-8 CENTER ✓
Student ID: 1234567 ✓
Student Name: Jake Doe ✓

4. Scroll down then enter your child's information.

- Enter comments for your child's absence
- Upload a file such as a doctors note in the file upload section (limit 4 MB)
- When complete click SUBMIT

STUDENT INFORMATION

School: BENJAMIN FRANKLIN K-8 CENTER ✓
Student ID: 1234567 ✓
Student Name: Jake Doe ✓

Comments: Jake was feeling sick yesterday, we took him to the doctor. See doctor's note attached. ✓

File Upload (Optional): Doctors Note (JPG, 800x922, 55 KB) ✓

Submit

5. Once submitted, you will receive a thank you message confirming that your responses have been entered.

You will receive an email confirmation to the email address provided earlier within this form.

To continue to report absences for other children, click the [Submit another student](#) button located at the bottom of the screen.

MIAMI-DADE COUNTY SCHOOLS
STUDENT ABSENCE FORM
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THANK YOU!

Your responses have been recorded.
An email has been sent with the information you submitted.

[Submit another student](#)